AMERICAN EMBASSY BUENOS AIRES
JOB OPPORTUNITY ANNOUNCEMENT

Position Title:	Computer Assistant: LAN and Web Administrator	**Announcement No:**	78/04
Level of Position:	FSN-9 FP-5 (to be confirmed by Washington)	**Opening Date:**	10/07/04
Hiring Level:	FSN-8 or 9 (depending on qualifications) or its grade equivalent: FP-6 or FP-5)	**Closing Date**:	10/28/04
Work Schedule	40 hours per week	**Agency/Office:**	**MGT/ISC**

Open to all interested candidates: US. Citizen and non US Citizen Family Members, Members of Household, U.S. Citizen Residents in Argentina, and Foreign Nationals

Duties and Responsibilities:

Serves as technical expert for LAN administration, Web design and Custom Applications programmer.
Regular duties involve systems analysis, design, development, configuration, operation, security settings, and optimization of the local area networks (LAN) at post. Provides systems administration, technical support, software optimization and system troubleshooting to ensure trouble-free operations of all DoS LANs (SBU OpenNet Plus, Overseas Dedicated Internet (ODI), etc). Provides user network training and assists them with daily equipment operations as necessary. Programming responsibilities related to new custom applications (programs, spreadsheets, databases, etc) and Web design for Internet and Intranet Sites.

Required Skills, Knowledge and Abilities:

* B.A. in Computer Sciences, Information Management Systems, or Business Systems is required.
* **MCSE** NT/2000 certification is required.
* Four years of verifiable progressively responsible experience primarily of a systems development, programming nature and/or LAN administrator is required. Two years of which must have been with English language, OOL (Object Oriented Languages)-based systems and programs.
* Expert knowledge of current business methodologies regarding management of ADP systems operations, development, deployment, and maintenance. MS Exchange 5.5/2000 and SQL 7/2000 administration. Dreamweaver, Visual Basic, Java, Macromedia, ColdFussion, Photoshop are required.
* Level III (Good working knowledge) speaking/reading English is required. Spanish, Level IV(fluency) reading/speaking is required.
* Exceptional interpersonal skills to effectively garner system and customer requirements mandatory.

Other Selection Criteria:

* EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
* Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
* Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
* Currently employed EFMs who are currently employed under a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
* After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

To Apply:
Interested candidates for this position should submit the following:
* Application for Federal Employment (OF-612); or
* Current resume or curriculum vitae.
* Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
* Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:
* Via e-mail to: (*buenosaires-rrhh@state.gov*)
* Via fax to: 5777-4201, Attention Human Resources Office
* Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina